

February 1, 2000

**Request For Proposals  
Wellhead Protection Program  
Financial Assistance for Local Wellhead Protection**

Nevada Division of Environmental Protection  
Bureau of Water Quality Planning

RFP Release Date: February 1, 2000  
Proposal Submission Deadline: April 10, 2000

## **1. Overview of Project**

A total of approximately \$95,000 is available during this funding cycle to communities and water systems for the development of a State-endorsable local Wellhead Protection Plan, and for the implementation of Wellhead Protection Plans that have been endorsed by the State. A maximum of \$40,000 will be awarded to any single community or water system. Money for this financial assistance program comes from the Drinking Water State Revolving Fund Set-Aside for Wellhead Protection through the Nevada State Health Division (NSHD) and a Clean Water Act Section 106 grant from the U.S. Environmental Protection Agency.

A comprehensive local wellhead protection program (WHPP) consists of seven elements:

- Formation of a WHPP team and assignment of duties,
- Delineation of wellhead protection areas,
- Inventory of potential sources of contamination,
- Development of strategies to manage potential sources of contamination,
- Contingency plans,
- Plans for new wells, and
- Public participation.

Through the efforts of the State WHPP at the Nevada Division of Environmental Protection (NDEP) and the Vulnerability Assessment Program at the Nevada State Health Division, many public water systems (PWSs) have initiated the delineation and inventory elements. However, relatively few PWSs have submitted programs for State endorsement or taken the next step to begin managing the identified potential sources of contamination. Potential contaminant source management is a critical step in reducing the threat of ground water contamination.

Since Nevada's WHPP is voluntary, incentives are crucial to encouraging and enabling local entities to protect their ground water sources of drinking water by managing potential sources of contamination. The goal of Nevada's WHPP is to enable every community in Nevada to implement a comprehensive local WHPP tailored especially for it. The first step is for a community to develop a WHPP. The next step is for each community to begin managing identified potential sources of contamination. This financial assistance program will facilitate comprehensive local WHPP development, and facilitate the management of potential sources of contamination by communities having State-endorsed WHPPs.

In addition to this financial assistance program, communities have several types of assistance available to them for developing and executing local WHPPs. NDEP provides general program assistance for all elements of a WHPP and technical assistance with the delineation of wellhead protection areas. The Nevada Rural Water Association provides "hands-on" assistance to small communities in developing an endorsable WHPP. Also, the Bureau of Health Protection Services has initiated the delineation and inventory elements for many PWSs through its Vulnerability Assessment Program. A community may take advantage of any or all of these assistance programs. For example, a PWS may obtain program assistance with developing their WHPP from the Nevada Rural Water Association. The same PWS may also obtain financial assistance from NDEP to fund public participation related mailings and other expenditures incurred while developing or executing its WHPP.

This financial assistance program is available to any of the following organizations: any subdivision of State government (i.e. city, county, town, General Improvement District), any Public Water System, any community organization, or any Native American tribe. If the community entity proposing the project is not the local governmental body or the PWS, the proposal must demonstrate that the local governmental body or PWS supports the project and will actively participate. Communities that have received funding for initial development of a WHPP from NDEP or U.S. EPA in the past are not eligible for additional WHPP development funds, but are eligible for funding for other aspects of a WHPP.

Funding will be provided to community entities through contracts with NDEP. The community entity will accomplish the tasks described in a workplan that will be part of the contract and NDEP will reimburse the community entity for the expenditures made while fulfilling the workplan. If a small community entity demonstrates a cash flow hardship, advance funding may be negotiated. The contracts resulting from this RFP will begin after project ranking, successful negotiation of contracts, and approval by the State Board of Examiners if necessary. Contracts will extend through December 31, 2001, or 18 months after the contract award date, whichever is later.

## **2. Acronyms and Definitions**

BWQP	Bureau of Water Quality Planning at NDEP
Division	The Nevada Division of Environmental Protection
evaluation committee	A committee comprised solely of representatives of the State established to review proposals submitted in response to this RFP, score the proposals, and create two ranked lists of projects.
may	Indicates something that is not mandatory, but permissible.
must	Indicates a mandatory requirement. Failure to meet a mandatory requirement may result in the rejection of a proposal.
NDEP	Nevada Division of Environmental Protection
NSHD	Nevada State Health Division
PWS	Public Water System
RFP	Request for Proposal
should	Indicates something that is recommended, but not mandatory. If the respondent fails to provide the recommended information, the State may, at its sole discretion, ask the respondent to provide the information or evaluate the proposal without the information.

State	The State of Nevada and any agency identified herein.
subcontractor	A third party not directly employed by the responding organization, who will provide services identified in this RFP.
WHPA	Wellhead Protection Area
WHPP	Wellhead Protection Program

### **3. Scope of WHPP Development Projects**

Projects that include activities required for any NDEP regulatory program are not eligible for funding under this financial assistance program. Proposals with such activities will not be considered for funding

#### **3.1 WHPP Development Project Workplans**

The development of a local WHPP including all seven elements is eligible for funding. The scope of work (workplan) for the project must include project tasks that address all of the seven elements of a comprehensive WHPP as outlined on Page 2 of this RFP and described in the *Nevada Wellhead Protection Program, February, 2000*, available from the Bureau of Water Quality Planning (BWQP). The workplan must include a time estimate for completing each of the project tasks. The workplan also must include a general description of the water system's sources of water (i.e. wells and/or springs) and a brief statement about their degree of vulnerability to contamination. If the community entity proposing the project is not the local governmental body or the PWS, it must provide evidence that the local governmental body and/or PWS supports the project and will actively participate. In addition, each proposal must list any previous contracts entered into with NDEP.

##### **3.1.1 Deliverables**

The community must submit quarterly progress reports that briefly describe the work completed on the project during the quarter. On the due date of the final billing (35 calendar days after contract expiration), the community must submit its WHPP for State endorsement by NDEP. For a community WHPP to be endorsed by the State, the program must address all seven elements of a complete program. However, the extent to which each of the seven elements of a WHPP must be addressed for a program to be endorsed may vary from one community to another based upon population, number of wells, and resources. Required output to be submitted to the State for each element of an endorsable program are outlined below.

### Definition of Roles and Responsibilities and WHPP Team Formation

- WHPP team member list including a lead contact person, mailing address, and phone numbers.
- Identification of roles and responsibilities of all team members within the context of a wellhead protection program.
- An outline of the protection goals for the community.

### Delineation of Wellhead Protection Areas (WHPAs)

- The method, criteria, and threshold selected and the rationale for selection. NDEP recommends technically rigorous wellhead protection area (WHPA) delineations. As a minimum, the WHPA computer model (U.S. EPA, 1991) should be used for delineation of the WHPAs.
- A map, or maps, that clearly and accurately depict the WHPAs at a scale that is consistent with the community's base maps.
- A summary report of the delineation process.

### Inventory of Potential Contaminant Sources

- A comprehensive analysis of potential sources of contamination and a summary of sources used to conduct potential contaminant source inventories.
- A map, or maps, that clearly and accurately depict all identified existing or potential contaminant sources as well as land uses that are a potential threat. The scale of these maps should be consistent with existing base maps and other maps being developed.
- A copy of the prioritized contaminant source inventory forms.
- A map of the current and proposed master plan and land use zoning designations.
- A tentative schedule for updating contaminant source inventories.

### Selection and Implementation of Management Strategies

- A summary of the selected management options (both regulatory and non-regulatory) for protecting WHPAs from potential contaminant sources. The summary should also include rationale for selection and an implementation schedule.
- Any documentation related to the management options, such as copies of proposed or enacted ordinances, design or operating standards, and public education materials.
- A tentative schedule for management evaluation and revision.

### New Well Siting

- A map depicting sites of future wells and their WHPAs.
- The rationale for selecting future well sites.
- A tentative schedule for putting wells into production.

### Contingency Plans

- A copy of WHPP contingency plans, including a proposed implementation schedule.
- A tentative schedule for contingency plan evaluation and revision.

### Public Participation

- A summary of activities undertaken and planned to encourage public participation.

#### **4. Scope of Potential Contaminant Source Management Projects**

To be eligible for funding, projects involving potential contaminant source management must be proposed by community entities that have developed a State-endorsed WHPP. The projects should be identified in the “strategies to manage potential sources of contamination” section of the WHPP.

Eligible projects may include such activities as public education efforts, closure of unused and unplugged wells, sewer connections for existing septic systems, and implementation of hazardous household product swap meets or collection days.

Projects that include activities required for any NDEP regulatory program are not eligible for funding under this financial assistance program. Proposals with such activities will not be considered for funding

##### **4.1 Potential Contaminant Source Management Project Workplans**

Project workplans must reference the specific potential sources of contamination to be managed, describe the management activities to be conducted, and must include a time estimate for completing each of the project tasks. If the community entity proposing the project is not the local governmental body or the PWS, it must provide evidence that the local governmental body and/or PWS supports the project and will actively participate. In addition, each proposal must list any previous contracts entered into with NDEP.

###### **4.1.1 Deliverables**

The community must submit quarterly progress reports that briefly describe the work completed on source management projects during the quarter.

#### **5. Submittal Instructions**

##### **5.1 Formal Question Procedure**

The Bureau of Water Quality Planning will accept questions and/or comments in writing, received either by mail or facsimile, regarding this RFP as follows. Questions must be addressed to:

Nevada Division of Environmental Protection  
Attn: Tobarak Ullah  
333 West Nye Lane, Suite 138  
Carson City, Nevada 89706-0851

or faxed to (775) 687-6396. The deadline for submitting questions is March 15, 2000 at 5:00 p.m., Pacific Time. Written responses to questions and/or comments will be mailed or faxed to the contact person. Please provide organization name, address, phone and fax numbers, and contact person when submitting questions.

## 5.2 RFP Timeline

Task	Date and Time
Deadline for submitting questions	3/15/00 @ 5:00 p.m.
Deadline for submitting WHPP proposals	4/10/00 @ 5:00 p.m.
Evaluation Period	4/11/00 - 4/30/99
Ranked list available (Begin negotiating contracts with top-ranked projects)	5/5/00

***NOTE: These dates represent a tentative schedule of events. The State reserves the right to modify these dates at any time, with appropriate notice to prospective contractors.***

## 5.3 WHPP Proposal Requirements

- 5.3.1 Organizations shall submit one (1) original proposal marked "Master" and 4 (four) identical copies to the address below.
- Tobarak Ullah  
Nevada Division of Environmental Protection  
333 West Nye Lane, Suite 138  
Carson City, Nevada 89706-0851
- 5.3.2 Proposals shall be in a sealed envelope or box clearly labeled "Financial Assistance for Local Wellhead Protection Proposal". The first page of the proposal must be a completed "Proposal Cover Page" (see Attachment A).
- 5.3.3 Proposals must be received by 5:00 p.m. Pacific Time, April 10, 2000. Proposals that do not arrive by this time and date **will not be accepted**. Organizations may submit their proposal any time prior to the above stated deadline.
- 5.3.4 If discrepancies are found between two or more copies of the proposal, the master copy will provide the basis for resolving such discrepancies. If one copy of the proposal is not clearly marked "Master Copy", the State may, at its sole discretion, select one copy to be used as the master copy.
- 5.3.5 Respondents to this RFP must provide an abstract that includes the organization's name, project title and project summary. The abstract should be no longer than half a page.

## **6. Proposal Evaluation and Award Process**

6.1 Projects will be scored based on the criteria listed below. At any point during the evaluation process, NDEP reserves the right to reject any proposal at its sole discretion.

### **6.2 WHPP Development Project Criteria**

Proposals for WHPP development projects will be ranked according to the criteria listed below.

- Inclusion and level of involvement of various local government agencies and community groups.
- Plans to address all seven components of an endorsable WHPP as outlined on Page 1 of this RFP and in the *Nevada Wellhead Protection Program, February, 2000* (available from BWQP).
- Evidence of ability and commitment to completing the project on time.
- Perceived vulnerability of wells to contamination.
- Past performance on NDEP contracts and current performance in NDEP regulatory programs (as applicable).

### **6.3 Potential Contaminant Source Management Project Criteria**

Proposals for potential contaminant source management projects will be considered for community entities that have developed a State-endorsed WHPP. These proposals will be ranked according to the criteria listed below.

- Consistency with endorsed WHPP
- Methods to measure effectiveness of management options
- Evidence of ability and commitment to completing the project on time
- Perceived vulnerability of wells to potential sources of contamination to be managed in project
- Past performance on NDEP contracts and current performance in NDEP regulatory programs (as applicable)

6.4 Upon review of the submitted proposals by the evaluation committee, two categories of projects will be scored and ranked separately: 1. WHPP development projects, and 2. potential contaminant source management projects. The evaluation committee will develop a ranked list for each project category, with the highest scoring project at the top. Placement on the list does not guarantee that a project will receive funding during this funding cycle. This list will remain in effect until the next RFP is released in approximately one year. As long as the criteria remain unchanged, projects already on the list need not be resubmitted to be considered for funding the next year.



- 6.5 A letter shall be sent to any respondent whose proposal ranked high enough on the list to receive funding. Any award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure unless and until an agreement is reached. If contract negotiations cannot be concluded successfully with the top ranked proposals, the State may negotiate a contract with the next highest scoring respondent.
- 6.6 Any appeal of award decisions must be submitted in strict accordance with Nevada Revised Statutes NRS 333.370.

## **7. Cost**

- 7.1 A budget for the project must be submitted. Costs for project activities must be reasonable. Project budgets must total no more than \$40,000. NDEP anticipates that most budgets will total less than \$40,000. No local matching of contract funds is required.
- 7.2 See Attachment B for an example budget. Each project may or may not contain all of the expenditure categories listed in the example. List only those categories relevant to the proposed project's budget. There must be two sections to the budget, a Budget Summary and a Budget Detail. The total costs of the project, broken down into categories, must be listed under the Budget Summary. A breakdown of the budget, detailed for each category must be listed under the Budget Detail. Provide as much detail as possible.

### **7.3 Salaries**

Total salary expenses must be included in the Budget Summary. In the Budget Detail under Salaries, list the position title and base salary rate for individuals who will work on the project. Base salary rates (excluding fringe benefits and/or indirect costs) shall not exceed a federal GS-18 rate (\$56.73 per hour).

### **7.4 Fringe Benefits**

Total fringe benefits must be included in the Budget Summary. In the Budget Detail under Fringe Benefits, list the percentage of the base salary rate used to calculate the fringe benefits. Fringe benefits are things such as health insurance, retirement and medical benefits. If different fringe benefit rates apply to different personnel, the rates must be listed separately for each individual.

### **7.5 Administrative Costs**

Total administrative costs must be included in the Budget Summary. Administrative costs are the costs of running the organization so that the project can be completed and may include telephones, rent, utilities for support staff, and postage.

These costs must be itemized in the Budget Detail. Indirect cost (IDC) charges are available only to entities that have a negotiated IDC rate with their cognizant agency.

## 7.6 Travel

Total Travel costs must be included in the Budget Summary. Travel costs include transportation, per diem, and lodging and must be billed at State authorized rates as follows.

Vehicle mileage: 32.5 cents per mile

In-State Per Diem: \$26.00 (\$5.50 breakfast, \$6.50 lunch, \$14.00 dinner)

In-State Lodging: \$43.00 per night Sun.-Thurs.; \$60.00 per night Fri.-Sat.

## 7.7 Operating

Total Operating costs must be included in the Budget Summary. All operating costs must be itemized in the Budget Detail and may include costs for copying, printing, and supplies. Supplies and materials (consumables) must be itemized under a subcategory of Operating and may include things such as film, envelopes, signs and maps.

## 7.8 Equipment

Total equipment costs must be included in the Budget Summary. Specific equipment costs must be itemized in the Budget Detail. With appropriate justification, this cost category is for the purchase of tangible equipment (e.g. physical ground water models, GPS units, and computer equipment).

Equipment items must have an anticipated useful life extending beyond one year; must not be attached permanently as a non-movable fixture; and must cost \$100 or more.

## 7.9 Subcontracts

Total subcontract costs must be included in the Budget Summary. Subcontracts also must be itemized in the Budget Detail. Any subcontract must conform to the terms and conditions of the original contract with the NDEP. A separate contract budget must be submitted for each subcontract when the subcontract is executed. Each subcontract budget must be submitted in the format shown in Attachment B.

# **Attachment A**

Proposal Cover Page

# **Financial Assistance for Local Wellhead Protection**

## **Proposal Cover Page**

Date: \_\_\_\_\_

Agency or Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Title: \_\_\_\_\_  
\_\_\_\_\_

Total Cost: \_\_\_\_\_

# **Attachment B**

Example Budget

## Contract Budget

### Budget Summary

<u>Category</u>	<u>Cost</u>
Salaries	\$4,500.00
Fringe Benefits	1,125.00
Administrative Costs *	281.25
Travel	100.00
Operating	1,500.00
Equipment	400.00
Subcontract <b>**</b> (Typically with a consulting firm)	12,000.00
<b>Total</b>	<b>\$19,906.25</b>

\* *Indirect cost accepted only for agencies with negotiated rate.*

\*\* *The contractor will ensure that the maximum salary rate (exclusive of fringe benefits and indirect costs) for any subcontractor does not exceed \$56.73 per hour. IS THIS CORRECT FIGURE?*

### Budget Detail

<u>Salaries</u>	<u>Hourly Rate</u>
-----	-----
Manager	\$25.00
Foreman	15.00
Administrative Assistant	12.00

#### **Fringe Benefits**

25% of Salaries *NOTE: May not exceed 35% of Hourly Rate*

#### **Administrative Costs**

5% of Salaries plus Fringe

(Postage, Telephones and Rent)

*NOTE: May not exceed 23% of Salaries plus Fringe Benefits. Indirect cost accepted only for agencies with negotiated rate.*

<u>Travel</u>	<u>Rate</u>
-----	-----
Per-Diem	\$69.00/day (State approved rate)
Vehicle Mileage	\$0.325/mile (State approved rate)
Airfare	Actual cost
<i>NOTE: May not exceed the State approved rates.</i>	

<u>Operating</u>	<u>Rate</u>
-----	-----
Copying (In-house)	\$0.05/copy
Printing (Outside)	Actual cost
Supplies/Materials	Actual cost
Wellhead Protection Area Signs	\$500.00

<u>Equipment</u>	<u>Cost</u>
-----	-----
Physical Ground Water Model	\$400.00
<i>NOTE: All equipment purchases must be approved by NDEP in writing in advance unless specifically listed in contract budget.</i>	

Subcontract	Cost
Subcontract for the delineation of Wellhead Protection Areas	\$12,000.00

***NOTE: Any subcontract must conform to the terms and conditions of the original contract with the Division. A contract budget in this format must be submitted for each subcontract.***